

**CAREER OPPORTUNITY
UNITED STATES COURT OF APPEALS
FOR THE THIRD CIRCUIT**

Announcement Date: **January 24, 2007**

Position Title: **Calendar Preparation Clerk**

Closing Date: **Open Until Filled**

Classification Level: **CL 23 (\$30,164 - \$49,061) based upon qualifications**

Duties and Responsibilities

Permanent position located in the U.S. Court of Appeals for the Third Circuit Clerk's Office. Routes and distributes all case briefs and appendices to court personnel, law clerks and judges. Responsible for maintaining storage of briefs and appendices.

Assists with preparing notices requesting availability of counsel during specific weeks to accommodate the Court's and counsel's schedules; docketing responses from counsel on electronic docketing system to identify potential scheduling conflicts with the Court's calendar.

Assists with docketing the scheduling information for each case to indicate the day, date, and identity of the panel, and with handling any questions or problems from chambers and counsel regarding scheduling.

Qualification Requirements

High school graduate or equivalent. Two or more years of general office experience preferred. College degree may be substituted for experience. Computer literacy, good communication and typing skills are essential. Legal experience, Windows/Word Perfect familiarity preferred.

BENEFITS

- 10 paid holidays per year
- Up to 13 days of paid vacation for the first three years, increasing with tenure thereafter; 13 sick days accrued per year
- Choice of a variety of employer-subsidized federal health and life insurance plans
- Optional long-term care insurance
- Optional participation in Health and Dependent Care Reimbursement Accounts
- Participation in the Federal Employees Retirement System
- Optional participation in an employer-matching Thrift Savings Plan (similar to a 401K)

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen, or a citizen of a country with a defense treaty with the U.S. who is eligible to work in the U.S. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are “at will” and can be terminated with or without cause by the Court. Employees will be hired provisionally pending the results of a fingerprint check. Direct deposit of pay required.

APPLICATION INSTRUCTIONS

Send your cover letter, resume and e-mail address to the attention of Patricia Moore, Office Manager, Circuit Executive’s Office, 22409 U.S. Courthouse, 601 Market Street, Philadelphia, PA 19106 or respond by e-mail with the required paperwork to calprepclk@ca3.uscourts.gov. Applicants will also be considered for similar positions that open within the next six months.

The U.S. Court of Appeals is an Equal Opportunity Employer